

OPEN



ENGINEERING TECHNICIAN 1 (SEASONAL)

Posting No. 05-032

**SPOKANE
COUNTY
HUMAN
RESOURCES
DEPARTMENT**

(updated 02.11.05)

EMPLOYMENT OPPORTUNITY

OPENING DATE: February 7, 2005
CLOSING DATE: Open Until Filled (cut-off dates
are each Friday, 4:30 p.m.)
FLSA STATUS: Non-Exempt

SALARY RANGE: \$13.71 - \$18.49/hour
(\$2,377-\$3,205/month)

DEPARTMENT: Engineering

WHO MAY APPLY (OPEN)

This recruitment is open to all applicants meeting the minimum requirements.

NOTE: This recruitment may be used to fill up to 19 seasonal vacancies with primary duties in inspection (construction, materials, or sewer connection) and/or survey; 40 hours/week; 5-9 month period of employment with benefits.

HOW TO APPLY

Submit the following required materials:

- Spokane County Employment Application
- Supplemental Application

FAILURE TO SUBMIT THE SUPPLEMENTAL QUESTIONNAIRE MAY ELIMINATE YOUR APPLICATION FROM CONSIDERATION.

EXAMPLES OF DUTIES

As an Inspection Assistant, under close supervision, assists by making measurements, setting spread stakes, checking grades, asphalt yields, surfacing depths and other data; writes, receives and accounts for item tickets for materials hauled or supplied by contractors; operates truck scales; reads and interprets plans and specifications for projects; inspects workmanship and materials; notes and reports deviations from plans or specifications to the supervising inspector.

As a Materials Inspection Assistant, under close supervision, assists by taking samples of rock, asphalt, concrete, etc.; by running tests and making computations of and documenting the results.

As a Survey Assistant, under close supervision, performs routine surveying assignments; assists in computing curves, elevations, etc.; measures distances, assists in locating and uncovering section and property corners and monuments.

As a Sewer Connection Inspection Assistant, under close supervision, takes sewer "as-built" drawing measurements; completes inspection report forms, including project sketch; checks grades, depths to sewer lines, and other data. Reads and interprets plans and specifications for sewer projects; inspects workmanship and materials; notes and reports deviations from plans, specifications, or County standards to the supervising inspector.

Employees may be assigned a combination of duties from jobs within this class or perform duties of similar responsibility and difficulty, not specifically mentioned herein, yet incidental to the complete work process. Since the department's needs for specific jobs are subject to governing factors, i.e. – seasonal work, sporadic project schedules and shifting workloads. Employees are expected to be able to perform proficiently and implement the complete scope of duties in their chosen specialty and are expected to work toward competency in related work within this classification to the needs of the County, subject to seasonal and work scheduling factors.

Performs other related duties as required.

MINIMUM REQUIREMENTS

TRAINING AND EXPERIENCE:

High school diploma or equivalent and one (1) year of technical engineering-related experience or training which provides the knowledge, skills, and abilities sufficient to successfully perform the duties of the job.

See other side for important additional information

1229 WEST MALLON, SPOKANE, WA 99260-0230

Phone: (509)477-5750 • TDD Available • JOB HOTLINE: (509) 477-JOBS www.spokanecounty.org

EQUAL OPPORTUNITY EMPLOYER

DRUG FREE WORK ENVIRONMENT

LICENSE: Possession of a valid driver's license at the time of appointment.

NOTE: Certain Engineering Technician 1-2 positions or tasks require the employee to work in and around heavy equipment/traffic and/or adverse weather conditions.

SELECTION FACTORS

Knowledge of:

- basic engineering technology principles and practices.
- mathematical computations.
- mapping skills and media.
- safety precautions.
- maintenance procedures for equipment used.
- customer service techniques.
- basic surveying procedures and equipment.
- materials testing procedures and equipment.
- computer aided drafting programs and equipment.

Ability to:

- work outdoors for extended periods of time under all types of weather conditions.
- establish and maintain effective working relationships with co-workers and the general public.
- understand and follow written and verbal instructions.
- communicate effectively both orally and in writing.
- make mathematical calculations, e.g. – algebraic, geometric and trigonometric.
- hand letter neatly and consistently.
- maintain a good working relationship with contractors and their representatives,

property owners, the general public, fellow workers and supervisors.

Skilled in:

- reading maps.
- reading and interpreting blueprints, schematics and plans.
- applying surveying techniques and practices.
- using computers and related software applications.
- performing field sampling and testing of concrete, asphalt and soils for quality control and design.
- drafting routine plans.

BEHAVIORAL STANDARDS

Respectful, courteous, and friendly to customers, other County employees, and County leadership. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effectively communicates with customers and other County employees. Gets along with co-workers and managers. Positively represents the County, maintaining the trust County residents have placed in each of us. Demonstrates honest and ethical behaviors.

SELECTION PROCESS:

Initial screening will be solely based on the information contained in your Spokane County Employment Application. If you meet the minimum requirements, the hiring authority based on your qualifications will review your application materials. The hiring authority may interview top candidates. This process may be subject to change.

All information submitted in the application and in any attachments or supporting documents must be true, correct, and complete. Providing false or incomplete statements will be justification for termination or refusal of employment. All application materials are due by 4:30 p.m. on the closing date. Postmarks will not be accepted.

NOTES

For some positions, joining the Union may be a condition of employment pursuant to the exception as noted in RCW 41.56.122(1) and any other rights afforded by law. Changing bargaining units within the county work force may incur a change in the employee's benefits.

Spokane County is an "at will" employer. All positions are considered "at will" or "at the pleasure" of the hiring authority unless specified otherwise in specific labor agreements. Such positions can be terminated with or without cause at any time by the hiring authority. No employee of Spokane County has the authority to make any oral or written agreement altering any "at will" relationship.

Spokane County strives to satisfy all requests for reasonable accommodation from persons with disabilities. Requests for accommodations should be made in advance and addressed to the Human Resources Director at 477-5750.

